



Supportive Housing & Community Services

P.O. Box 424670, San Francisco, CA 94142

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Job Announcement – Please Circulate

POSITION: Digital Literacy Specialist (Temporary, Full-Time)

SALARY: \$22.63 per hour

REPORTS TO: Associate Director, Supportive Housing and Community Services

THE ORGANIZATION: As a nonprofit organization, Conard House, Inc. builds welcoming communities and caring relationships that empower people and restore hope. We work with a diverse adult population and strive for cultural competency by respecting experience, promoting inclusion and building community. The position is with the SF Connected program, which provides various services including: computer training, resume building, tablet training, social media training, and other services that improve the quality of life/independence of older adults and adults with disabilities in San Francisco. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records. Conard House is a committed equal opportunity employer.

QUALIFICATIONS: Bachelor's degree or equivalent experience providing direct services to adult/older adults with disabilities. Experience providing direct services to similar target population may substitute education requirement for this position.

DUTIES:

- Develop curriculum for classes that is suitable for Conard House consumers that will include usage of touch-smart computers, running Windows 10, Microsoft Office and social media platforms.
- Provide computer training services tailored to each unique individuals' needs.
- Train and assist consumers on assistive technologies and accessibility features to promote independence and enhance consumers' daily living.
- Market and implement five-hour tablet training program that will help improve and enhance daily living for consumers.
- Assist consumers with job search process, including resume revision, cover letter composition, and online applications.
- Host/train consumers and volunteers on video conferencing platforms/software to allow clients to learn, participate/engage in virtual activities and virtual learning opportunities.
- Recruit guest speakers from technology companies to talk help clients understand the importance of digital literacy.
- Deliver personalized strength-based training; encourage and support participant interaction.
- Develop and disseminate program materials to all Conard sites.
- Coordinate class scheduling with site supervisors in the community.
- Design group activities that promote social connection opportunities for consumers.
- Track program objectives and class attendance, including individual usage and student progress.
- Collect & compile data for distribution of monthly reports and input data into an online database.
- Ensure acceptable use policy and ensure guidelines are enforced.
- Coordinate security of equipment at sites and report problems.
- Coordinate and network with other agencies that are participating in SF Connected. Attend those meetings as required.
- Maintain a classroom environment suitable for collaborative learning.
- Be available to assist consumers virtually and remotely.
- Others duties as assigned.

Please send resume and letter of intent with "Digital Literacy Specialist" in subject heading to Darren Lau, Associate Director SH/CS, by email: dljobs@conard.org, or by fax: (415) 864-7093.

PEOPLE FROM CULTURALLY DIVERSE BACKGROUNDS ARE ENCOURAGED TO APPLY.

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Our Mission is to build welcoming communities and caring relationships that empower people and restore hope.